

Limited Company Accounts

Information Required

The following information is required for the accurate completion of your Company Accounts, please review each area carefully and provide all associated paperwork.

Period : Your Financial Year

AREA	PAPERWORK ENCLOSED
- Sales Invoices / Proof of Sales	
- Purchase Invoices / Receipts	
- Mileage Claims	
- Expense Claims	
- Bank Statements (All for All Accounts)	
- Credit Card Statements (All)	
- Mortgage Statements (All)	
- Loan Statements (All)	
- CIS Payment & Deduction Statements (Sub Contractors Only)	
- Back up of Accounts Software if using Sage or Quickbooks	
- Any other relevant information	

SUPPORTING RECEIPTS & ACCOUNT STATEMENTS MUST BE PROVIDED

I confirm that I have provided all relevant information to RMD Accountancy to complete my Company Accounts.

Signed : _____

Print : _____

Date : _____

